

STAFF TRAINING REVIEW

The following protocol pertains to the review of required trainings for staff in specific settings:

- a. The survey team will confirm whether the agency has a formalized system for tracking mandatory trainings including First Aid, human rights, DPPC, informal fire safety, CORI checks (when applicable) and presence of current evaluations. If this is in place, the team will take a small random sample (10% of the original training sample but no less than 4 unless the original training sample would be less than this) to see if the actual training documentation matches with the tracking system. If it does, the team will consider this training requirement satisfied. If there are inconsistencies, the team will broaden the look behind to 20% of the original sample to see if the tracking system is effective.
- b. If the agency does not have a formalized system for tracking mandatory trainings as listed above, the team will confirm the presence of training in line with the following chart:

TOTAL # STAFF	STAFF TRAINING SAMPLE
1	1
2-5	2
6-10	3
11-15	4
16-20	5
21-40	6
41 and over	15% up to a total of 50

- c. Unless the training is centralized, surveyors will look for individual specific training documentation, while at each site. These will include:
 - MAP certification for staff who have given medications during the month. (This could be a copy of the actual certificate or on the site MAP certification records, which needs to be maintained for DPH)
 - Behavior Plan training, if appropriate
 - Safety plan training
 - Any other individual specific training such as use of supports or health related protections
 - Confirmation of CPR trained staff on each shift during the current month. This would be done by randomly choosing 2-3 shifts during the month and asking for confirmation of a CPR trained staff person.
 - Formal Fire Safety training
 - Human Rights Officer training

TRAINING REQUIREMENTS CHART

<i>Training Required</i>	Residential 24 hour	Residential < 24 hour	Work/ Community Support	Placement Services	Respite
<i>First Aid</i>	All staff	All staff	All staff	Home Provider(s)	All staff
<i>Formal Fire Safety</i>	1 staff per home	1 staff in program	1 staff at location	N/A	1 staff at location
<i>Safety Plan</i>	All staff	All staff	All staff	Home Provider(s)	All staff
<i>Fire Safety strategies</i>	All staff	All staff	All staff	Home Provider(s)	All staff
<i>Human Rights Officer</i>	1 staff per home	At least 1 staff for all the homes	1 staff at location	At least 1 staff for all the homes	1 staff at location
<i>Human Rights & DPPC Reporting</i>	All staff	All staff	All staff	Home Provider(s)	All staff
<i>Medication Administration Certification</i>	All staff administering medication	All staff administering medication	All staff administering medication	N/A	All staff administering medication
<i>CPR</i>	1 staff on duty each shift	N/A	1 staff on duty	Home Provider(s)	1 staff on duty each shift